

Medical Research Scientist (T)

Medical Research Scientist

Medical Research Scientist 10

Translator

Computer Management Assistant (LAN) (T)

Computer Management Assistant (LAN)

Disbursing Assistant (Bank Reconciliation) (T)

Disbursing Assistant (Bank Reconciliation)

Telephone Operator (T)

Telephone Operator

FSN#2010/06 (T)

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-11; FP-4, Trainee

OPENING DATE: August 6, 2010

CLOSING DATE: September 30, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in the Office of Virology Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Principle investigator for the Department of Virology; serves as subject matter expert in the field of emerging pathogens for the Southeast Asia region, responsible for designing research strategies for Thailand and other regional countries to include Nepal, the Philippines, and others; responsible for writing protocols, conducting studies, writing manuscripts, and supporting educational activities and assistance to outside institutions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completed Medical Degree or PhD Degree; (2) Four years of experience in the field of medical research and basic epidemiology; (3) Ability to use data management and statistical analysis programs; (4) Level IV (Fluent) speaking/reading/writing in English and Thai; (5) Must understand the standard operation procedures, quality assurance, guidelines of the diagnostics, instruction manual and scientific protocols.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

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CLOSING DATE FOR THE POSITION: SEPTEMBER 30, 2010

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FSN#2010/06

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-12; FP-3

OPENING DATE: August 6, 2010

CLOSING DATE: September 30, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in the Office of Virology Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Principle investigator for the Department of Virology; serves as subject matter expert in the field of emerging pathogens for the Southeast Asia region, responsible for designing research strategies for Thailand and other regional countries to include Nepal, the Philippines, and others; responsible for writing protocols, conducting studies, writing manuscripts, and supporting educational activities and assistance to outside institutions.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completed Medical Degree or PhD Degree; (2) Five years of experience in the field of medical research and basic epidemiology; (3) Ability to use data management and statistical analysis programs; (4) Level IV (Fluent) speaking/reading/writing in English and Thai; (5) Must understand the standard operation procedures, quality assurance, guidelines of the diagnostics, instruction manual and scientific protocols.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: SEPTEMBER 30, 2010

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FSN#2010/61

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: July 30, 2010

CLOSING DATE: August 19, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)
Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in the Office of Vector Biology and Control Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Serve as a Medical Research Scientist in the Vector Biology and Control Section to initiate and execute field- and laboratory- based research focused on vector-borne diseases. Studies may include but are not limited to epidemiological and spatiotemporal studies of disease transmission, vector biology, vector-pathogen interactions, vector surveillance, vector control, and rapid pathogen detection. The job holder must design studies, attract funding, prepare research protocols, collaborate with an international network of biologists, execute research, analyze study results, and publish findings.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) PhD in Medical Entomology, Micro Biologically or Biologically related field; (2) At least three years of experience in Post-doctoral training or equivalent in Biologically or Biologically related field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Through working knowledge of the principles of genetics, statistics, chemistry, the life sciences and molecular biology; (5) Must be able to execute the scientific method in the form of study designs and proposals; (6) Familiar with public health-related research .

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 19, 2010

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FSN#2010/75

Translator

OPEN TO: All Interested Candidates

POSITION: Translator, FSN-8; FP-6

OPENING DATE: July 23, 2010

CLOSING DATE: August 11, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Translator in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Perform written translations of scientific and non-scientific materials from Thai into English, and English into Thai with minimal additional editing or supervision required. Duties also include performing oral translation of both a scientific and non-scientific nature from Thai into English and English into Thai with minimal supervision required.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's Degree in education, social sciences, international relations, health sciences or related liberal arts fields; (2) At least two years experience in translation work or prior health or science related writing experience and/or working in a multinational work environment with strong spoken and written English; (3) Level IV

(Fluent) speaking/reading/writing English and Thai; **(4)** be well-versed in the techniques of oral and written translation from English to Thai and Thai to English and quickly produce accurate translation of technical, scientific or health-related materials and other documents; **(5)** Must demonstrate proficiency in using computer programs (Microsoft Word, PowerPoint and Outlook) and in typing skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 11, 2010

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FSN#2010/78 (T)

Computer Management Assistant (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Assistant (LAN), FSN-7; FP-7 (Trainee)

OPENING DATE: July 30, 2010

CLOSING DATE: August 12, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Under the direction of the Computer Management Specialist (LAN), provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Engineering, Computer Science, Management Information System or other closely related field; (2) Minimum of one year of responsible experience in complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2000 series Server, Windows XP, Exchange 2000 series, Microsoft SQL server etc; (5) Must be able to maintain all LAN components, including hardware, cables, disk operating software, applications and utilities software, various interface cards, hard disk drives, and PCs.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 12, 2010

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FSN#2010/78

Computer Management Assistant (LAN)

OPEN TO: All interested candidates

POSITION: Computer Management Assistant (LAN), FSN-8; FP-6

OPENING DATE: July 30, 2010

CLOSING DATE: August 12, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION

Under the direction of the Computer Management Specialist (LAN), provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Engineering, Computer Science, Management Information System or closely related field; (2) Minimum of two years of responsible experience in complex PC, Local Area Network (LAN), and Wide Area Network (WAN) environments; (3) Level IV (Fluent) speaking/ reading/writing in English and Thai; (4) Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e, Windows 2000 series Server, Windows XP, Exchange 2000 series, Microsoft SQL server etc; (5) Must be able to maintain all LAN components, including hardware, cables, disk operating software, applications and utilities software, various interface cards, hard disk drives, and PCs.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 12, 2010

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FSN#2010/81 (T)

Disbursing Assistant (Bank Reconciliation)

OPEN TO: All Interested Candidates

POSITION: Disbursing Assistant (Bank Reconciliation), FSN-7; FP-7, Trainee

OPENING DATE: August 6, 2010

CLOSING DATE: August 19, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 34,324 per annum (minimum starting salary)
(Position Grade: FP-7 is confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The employee reconciles the assigned local currency bank accounts. Responsibilities include maintaining, reviewing, and reconciling each month local currency bank accounts held by the U.S. Disbursing Officer (USDO) in foreign counties. The incumbent will be expected to identify and resolve discrepancies via the reconciliation process. The incumbent will also be expected to establish and maintain contacts with foreign bank officials and utilize those contacts in helping to meet reconciliation goals.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in accounting or business administration or related fields; (2) Two years experience in banking reconciliation, accounting, or disbursing; (3) Level 3 (Good working knowledge) in speaking/reading/writing Thai and Level 4 (Fluent) in speaking/reading/writing English; (4) Must be proficient in IT, including skills in Excel, MS Word; (5) Must be able to use electronic calculators and computer terminals.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: AUGUST 19, 2010

FSN#2010/81

Disbursing Assistant (Bank Reconciliation)

OPEN TO: All Interested Candidates

POSITION: Disbursing Assistant (Bank Reconciliation), FSN-8; FP-6

OPENING DATE: August 6, 2010

CLOSING DATE: August 19, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 38,394 per annum (minimum starting salary)
(Position Grade: FP-6 is confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The employee reconciles the assigned local currency bank accounts. Responsibilities include maintaining, reviewing, and reconciling each month local currency bank accounts held by the U.S. Disbursing Officer (USDO) in foreign countries. The incumbent will be expected to identify and resolve discrepancies via the reconciliation process. The incumbent will also be expected to establish and maintain contacts with foreign bank officials and utilize those contacts in helping to meet reconciliation goals.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A bachelor's degree in accounting or business administration or related fields; (2) Three years experience in banking reconciliation, accounting, or disbursing; (3) Level 3 (Good working knowledge) in speaking/reading/writing Thai and Level 4 (Fluent) in speaking/reading/writing English; (4) Must be proficient in IT, including skills in Excel, MS Word; (5) Must be able to use electronic calculators and computer terminals.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 19, 2010

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FSN#2010/82 (T)

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-3; FP-BB, Trainee

OPENING DATE: August 6, 2010

CLOSING DATE: August 19, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a telephone switchboard operator handling incoming, outgoing and intra-office calls to include official as well as personal calls, both long distance and international. Record pertinent data into a computer system for billing and record keeping purposes, update and correct mission telephone listings and perform as a complete telephone information service based upon knowledge of the operations, functions and activities of the offices and agencies of the U.S. Diplomatic Mission to the Kingdom of Thailand. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Six month's experience as a telephone operator or relating office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must have a thorough knowledge of operator console and telephone procedures; (5) Possess a good working knowledge of

organization functions, personnel and practices of the activities serviced; (6) Courtesy and tact, good speech and voice modulation, and the ability to work under pressure.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 19, 2010

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FSN#2010/82

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-4; FP-AA

OPENING DATE: August 6, 2010

CLOSING DATE: August 19, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a telephone switchboard operator handling incoming, outgoing and intra-office calls to include official as well as personal calls, both long distance and international. Record pertinent data into a computer system for billing and record keeping purposes, update and correct mission telephone listings and perform as a complete telephone information service based upon knowledge of the operations, functions and activities

of the offices and agencies of the U.S. Diplomatic Mission to the Kingdom of Thailand. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) One year of experience as a telephone operator or relating office experience; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must have a thorough knowledge of operator console and telephone procedures; (5) Possess a good working knowledge of organization functions, personnel and practices of the activities serviced; (6) Courtesy and tact, good speech and voice modulation, and the ability to work under pressure.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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